

## **Sunnyslope County Water District Minutes of Board Meetings**

### **7150: Minutes of Board Meetings**

**7150.1** The Secretary of the Board of Directors shall keep minutes of all meetings of the Board.

- A.** Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.
- B.** Unless directed otherwise, an audio tape or digital recording of all meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.
- C.** Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:
  - 1.** Date, place, and type of each meeting;
  - 2.** Call to order;
  - 3.** Directors present and absent by name;
    - a.** Time and name of late arriving Directors;
    - b.** Time and name of early departing Directors;
    - c.** Names of Directors absent during any agenda item upon which action was taken;
  - 4.** Administrative staff present by name;
  - 5.** Approval of the agenda;
  - 6.** Report on action items discussed in executive session;
  - 7.** Record of any actions taken in open session;
  - 8.** Summary record of public comment regarding matters not on the agenda, including names of commentators;
  - 9.** Approval of the minutes or modified minutes of preceding meetings;
  - 10.** Complete information as to each subject of the Board's deliberation;
  - 11.** Summary record of staff reports;
  - 12.** Summary record of status reports from Board committees and staff;
  - 13.** Record by number (a sequential range is acceptable) of all disbursements approved for payment;
  - 14.** Record of the vote of each Director on every action item for which the vote was not unanimous;
  - 15.** Resolutions and ordinances described as to their substantive content and sequential numbering;

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- 16.** Record of all contracts and agreements, and their amendment, approved by the Board;
- 17.** Approval of financial reports;
- 18.** Approval of the annual budget;
- 19.** Approval of all polices, rules and/or regulations;
- 20.** Approval of all dispositions of District assets;
- 21.** Approval of all purchases of District assets; and,
- 22.** Time of meeting's adjournment.

Policy Approved:     September 8, 2011  
  Date